

COMMONWEALTH OF THE NORTHERN MARIANA ISLANDS

DEPARTMENT OF CORRECTIONS



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Part	Section	Subject		Policy No.	1
Physical Plant	Administrative and Staff Areas	Administrative Staff Areas	and	2.6.1545 e.	
Reference	ACA Standards 3-ALDF: 2F-01 Administrative Areas; 2F-02 Staff Areas; 2F-03 Accessibility to the Handicapped				
Consent Decree	Paragraph 54 Develop Facility Policies and Procedures				

I. PUPOSE

To describe the minimum space, furnishing, and other related space for the administrative, security, professionals, and clerical staff areas of the facility.

II. POLICY

It is the policy of the Department of Corrections to ensure that all administrative and staff areas of the facility are functional for the intended purpose and built and maintained in compliance with applicable standards, particularly those of the American Correctional Association.

III. PROCEDURES

Consistent enforcement of code and standard-compliant design and construction standards will provide staff with efficient working conditions. Design and planning activities will focus on incorporating the above requirements and other associated code, statutory, and standard-required features. Before approving all future projects, the Commissioner will review relevant plans and ascertain design staffs certify compliance with this policy.

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A. Administrative Areas

Space is provided in the facility for administrative, security, professionals, and clerical staff. The space includes the following:

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- 1. The same 2 Public Restroom
 - 3. Public Search room
 - 4. Public Lockers (12)
 - 5. Gun Locker
 - 6. Receptionist/visitors area
 - 7. Visitation Officers Post

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ORPARIAN NO DE L'ERREPORM 8. Clerical Support Area
9. Conference Room 10. Staff Break Room a Case charge of the action of the ac 11. Staff Rest Room 12 Male Staff Locker Room Professor. 3. Female Staff Locker Room ane a dispersional Commissions. 14. Record Room 15. Computer Room

16. Custodial Room

10. Cus 17. Staff Exercise Room | Prograph and Follow of the Program Line 12 19. Training/Briefing Room 20. Office Supply Room 21. Offices for the following: 基次引起基础 a. Commissioner b. Director set of sange. hMajor sales been gentleman was a naturalist of services of d. Poperations Captain: homeofor and a fine decarding a physics of a riminational. e. Program and Support Captain F 31 4639 f. Administration Officer g. Accounting Clerk The one section of Program Officer and a complete A to the managed of the englishing relief of and the manifest it. It Training Officer of the desired with and the real way it was the first of the second

B. Staff Areas

Spaces are provided in the facility for the officers to privately change clothes and shower, which are located in the administrative area of the facility. Staff/Officers toilets and washbasins are available in the work areas throughout the facility. Staff/Officers' dinning/break room is also available in the facility-adjacent to the kitchen-with appropriate vending machines, tables, chair, a microwave and other items so as to provide the staff/officers with a place to relax while on lunch or other breaks. In addition, an exercise room with equipments, which is located in the administrative area of the facility, is provided for the staff/officer. This is accessible to off duty staff and officers.

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The facility is accessible for handicapped staff or visitors, consistent with security and safety needs. Public areas of the facility are accessible by handicapped individuals, and all designs are in compliance with the Architectural Barriers Act of 1968.

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Reviewed By:	12/11/17
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Director of Corrections	344
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Lino S. Tenorio	Date
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